

Jefferson School of Population Health

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GENERAL INFORMATION

Student Responsibility

The student is ultimately responsible for meeting all requirements for a degree and graduation. Mentorship by advisors, faculty, preceptors, and Program Directors is offered in an advisory capacity only. Students are assigned advisors at the time of matriculation.

Student ID

Each student taking courses on the Jefferson campus is required to obtain an ID card through the Photo ID Center located in the University Bookstore at 1009 Chestnut Street. The ID card is necessary to gain entrance to certain Jefferson campus buildings, such as Scott Library. A fee is charged for replacement of lost ID cards. Students in online programs who come on campus for their Capstone Project will be issued a temporary ID card.

Student Directory

For the convenience of the University community, the student directory is made available on the University's website (<http://pulse.jefferson.edu>) each year. The directory includes local and home addresses, photographs and telephone numbers of all students registered as of the fall academic term. Students wanting directory information withheld should notify the University Office of the Registrar in writing within two weeks of the start of the fall academic term.

Email

All students are issued a Jefferson email account. Jefferson School of Population Health uses this email as the primary method of communicating with students. Students should check their Jefferson email frequently so as to remain informed of important information concerning their matriculation.

Banner Web

The Banner Web information system enables students and faculty to access academic records and process routine academic functions. The Banner Web system can be accessed via the internet 24 hours a day, 7 days a week, at <http://pulse.jefferson.edu> and by following the links to Banner Web. Appropriate security features have been built in to maintain confidentiality of this information. Students are issued a campus key upon matriculation; the campus key is required to access information on the Jefferson website.

Features that are available through the internet include:

- Application for admission
- Application for financial aid
- Course registration
- Viewing of course schedules
- Viewing of final grades
- Request for transcript
- Payment of tuition charges

- Viewing and updating demographic information

University Health Regulations

All students seeking to matriculate into an on campus degree or certificate program of the School must provide proof of health insurance. Students without health coverage may purchase insurance through the University. Students will not be allowed to register for courses without proof of health insurance.

JeffALERT Emergency Notification System

JeffALERT is the University's on campus emergency notification system. JeffALERT allows the University to send simultaneous alerts in minutes through text messaging, voicemail and email to numerous devices, such as cellular phones, landline phones, fax machines and PDAs. In order for the system to be effective, students need to keep contact information current through BannerWeb. Students should provide contact numbers that they are most likely to check/answer should a message be sent to them, most likely while on campus. Additional information is available at www.jefferson.edu/jeffalert/register.cfm.

ENROLLMENT INFORMATION

Courses

Courses offered through Jefferson School of Population Health are listed in the School Catalog. Each School program requires completion of specific courses, including courses designated as electives for that program. The School reserves the right to limit the number of students in a course. Space permitting, non-matriculated students may enroll in certain courses for credit, provided the conditions described under **Non-Degree Student Status** are met.

Each course is identified by a six character "designator." The first three letters are an abbreviation for the program offering the course (see key below), followed by a 3-digit number.

AHE – Applied Health Economics

CCM – Chronic Care Management

HPL – Health Policy

HQS – Healthcare Quality and Safety

PBH – Public Health

PHS – Population Health Sciences

As circumstances require, the time period for a course may be changed, or the course may not be offered in a given term or academic year. Students should refer to the Class Schedule which is issued at the beginning of each term and identifies active courses for that term. The list is available in the School Office in Room 119 College (1025 Walnut Street), in the University Office of the Registrar (Room G-22 Curtis), and on the School website www.Jefferson.edu/population_health.

Credits

The PhD program in Population Health Sciences requires completion of 77-80 credits, including transfer into the program of a maximum of 30 applicable graduate credits from other accredited institutions of higher education as well as Thomas Jefferson University. The Master of Science in Health Policy, Master of Science in Healthcare Quality and Safety, Master of Science in Chronic Care Management, and Master of Science in Applied Health Economics degree programs require completion of 39 credits. The Master of Public Health degree program requires completion of 45 credits. Certificate programs in Public Health, Health Policy, Healthcare Quality and Safety, and Chronic Care Management require completion of 18 credits; the Certificate program in Applied Health Economics requires completion of 21 credits. .

One credit represents a minimum of (14) classroom contact hours per term.

Grading Scale

Jefferson School of Population Health uses the following grading scale in all graded courses; rounding is permitted, with partial numbers .5 and higher rounded up to the next whole number and partial numbers of .4 and lower rounded down to the previous whole number:

A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C	73-76
C+	77-79
C-	70-72
D	63-66
D+	67-69
D-	60-62
F	below 60

Grading System

At the close of an academic term, each instructor assigns a letter grade indicating the quality of a student's work in the course.

The following is a description of the grading system used in the School, including the quality points assigned for use in the calculation of the grade point average (GPA).

- **Grade Quality Points**

A+	4.0
A	4.0
A-	3.7
B+	3.3

B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
WF	0.0

- **Grades Not Calculated in the Grade Point Average (GPA)**

AU	<i>Audit</i>	Instructor/School permission required; no credit awarded.
CR	<i>Credit</i>	Awarded for successful completion of a challenge examination.
I	<i>Incomplete</i>	Awarded only when the student has done course work at a satisfactory level. Failure to remove an incomplete grade prior to the end of the 4th week following the last official date of a course will result in a grade of F.
IP	<i>In Progress</i>	Assigned when course work is scheduled on a continuous basis over more than one academic term. The final course grade and credit are awarded in the term of completion.
N	<i>No Credit</i>	When it is impossible to complete work in a given course, the student may submit a written application for a grade of N, within one academic term, through the instructor to the Office of the Dean. If the request is approved, the student will be awarded a grade of N. No credit is awarded.
NC	<i>No Credit</i>	Did not achieve passing score on a challenge examination.
P	<i>Pass</i>	Satisfactory completion of a course graded on a Pass/Fail basis.
T	<i>Transfer Credit awarded</i>	
W	<i>Withdrawal</i>	
WP	<i>Withdraw Passing</i>	
WF	<i>Withdrawal Failing</i>	

Students who complete an authorized withdrawal by the deadline published in the Academic Calendar receive a grade of W. After the deadline, a student who

withdraws receives a grade of WP (Withdrew Passing) or WF (Withdrew Failing), depending upon the level of performance in the course at the time. (*Note:* WF is calculated in the student's GPA.)

Grade Point Average

The grade point average (GPA) is computed in the following manner:

1. Multiply the number of Quality Points for each grade by the Credit Hour value assigned to each course attempted.
2. Divide the sum of these products by the total number of credits attempted.

The cumulative GPA is based on the grades earned in all courses taken in the Jefferson School of Population Health except for the following circumstances:

1. Repeated courses: With the approval of the Office of the Dean a student may repeat a course and have the initial credits attempted, credits earned and quality points excluded from the GPA. The original course grade remains on the transcript in all cases.
2. Admission to a second program: A graduate of one program of the School who is admitted to a second program has a cumulative GPA for the second program computed only on the grades earned in courses taken after the completion of the first program.

Courses for which a student has the designation P, W or I and grades for transferred courses are not included in the computation of the grade point average.

Grades are part of the student's permanent record. Once submitted and entered on the student's transcript, no changes will be made to this record, with the exception of entering the final grade to replace an "I" or correcting an inappropriate grade (refer to **Change of Grade**).

Continuous Enrollment

A student matriculated in a certificate or degree program of the School must maintain continuous enrollment each term until completion of the program, or must request a leave of absence from study by completing the Student Status Change Form. The leave must be approved by the Director of Academic and Student Services (see **Leave of Absence** under **CHANGE OF STUDENT STATUS**).

Foreign national students who hold an F-1 visa are required to be continuously enrolled in order to maintain lawful immigration status in the United States.

Registration

It is the responsibility of the student to be familiar with and observe the academic policies of the School in all matters including course registration, adding and dropping courses, and withdrawal from courses and/or the School as stated in these policies. While the School and University will maintain student records, it is the student's responsibility to ensure that his/her academic record is accurate.

To receive credit for a course, students must enroll through the University Office of the Registrar during the stated online registration period preceding the beginning of each term. The online registration period ends approximately one week before the start of classes. Beginning and ending dates for online registration are listed in the **Academic Calendar**. After the ending date for online registration, students may register late by FAX or in person in Room G-22 Curtis (1015 Walnut Street). Returning matriculated students who register late must pay a \$25 late registration fee at that time. Students enrolled in online programs should coordinate late registration through the Online Programs Administrative Liaison (OPAL). Students enrolled in on campus or off campus programs should coordinate late registration through the Program Manager.

Dropping and Adding Courses

Students who wish to revise their schedules after the close of online registration and prior to the end of the official Drop/Add period indicated in the **School Academic Calendar** must complete a Student Schedule Change form and fax/return it with the signature of their advisor to the University Office of the Registrar. A course that is dropped does not appear on the student's transcript.

Students, in consultation with their advisors, are responsible for making certain that any changes in schedule will fulfill requirements for the degree. Students receiving financial aid should also consult with the University Office of Financial Aid regarding the effect that changing their academic schedule may have on their eligibility for aid.

Students who stop attending or participating in classes without filing the required Student Schedule Change form will be responsible for the full payment of tuition and may receive a failing grade for the course. Verbal or written (email) notification to the course instructor or the Registrar's Office does not constitute an official course drop. Similarly, on site students, whether on campus or offsite, who attend classes without properly registering or adding a course will not receive credits for the course. The addition of a student's name to the class list by an instructor does not constitute course enrollment.

Course Withdrawal

After the conclusion of the Drop/Add period, a student may withdraw from a course by completing a Student Schedule Change form. Students enrolled in online programs should contact the Online Programs Administrative Liaison (OPAL) and students enrolled in on campus or off campus programs should contact the Program Manager to negotiate this transaction.

- A student who withdraws from a course prior to the *Withdrawal* deadline published in the Academic Calendar of the School will receive a grade of W.
- A student who withdraws from a course *after* the deadline published in the Academic

Calendar of the School but *before* the start of the 11th week of the term will receive a grade of WP (withdrew Passing) or WF (withdrew Failing), depending upon the level of work at the time of the Withdrawal. A grade of WF is calculated in the grade point average in the same manner as a failing grade.

- A student is not allowed to withdraw once the 11th week of the term has commenced and will receive the grade of F if he/she does not complete the course.

NOTE: Students who do not officially drop or withdraw from a course according to the procedures described above but stop attending or participating in classes will be responsible for the full payment of tuition and will receive a grade of F for the course. Verbal or written (email) notification to the course instructor or the Registrar's Office does not constitute an official course drop or withdrawal.

In order to receive credit for a course from which a student has withdrawn, the student must re-register for the course in a subsequent term.

Failure to Complete a Course

Under serious circumstances (i.e., documented illness), a student who has not completed all requirements of a course may be given the grade of I (Incomplete) after consultation of the instructor with the Director or Academic and Student Services (DASS) and approval of the Office of the Dean. The grade automatically becomes an F if the student does not complete and submit required work and a grade is submitted within four weeks of the date of the last official class of the course.

Satisfactory Academic Standing

Master's Degree and Certificate Students

To remain in good academic standing, students enrolled in a master's degree or certificate program must maintain a minimum cumulative grade point average of 3.0 and have earned a grade of B- in no more than two courses if they are enrolled in a master's degree program and in no more than one course if they are enrolled in a certificate program. Failure to maintain a cumulative grade point average of 3.0 and/or the receipt of more than two grades of B- or lower in a master's degree program or failure to maintain a cumulative grade point average of 3.0 and/or the receipt of more than one grade of B- or lower in a certificate program may result in repeating a course, dismissal from the program/School, or academic probation.

Doctoral Students

To remain in good academic standing, students enrolled in the PhD program must maintain a minimum cumulative GPA of 3.3 for all courses taken for the program and may earn a grade of B- in no more than one course. They must also maintain a minimum cumulative GPA of 3.3 to take the preliminary (qualifying) examination and comprehensive examinations.

Should the student's cumulative GPA fall below 3.3 or the student earn a grade of B – or lower in more than one course required for the program, the student will automatically be placed on academic probation. During this time, the doctoral student will work with the PhD Program Director to produce a written plan and timeline for removal of the probationary status.

Academic Probation and Dismissal

Students enrolled in a master's or certificate program who do not maintain a minimum cumulative grade point average of 3.0 and students enrolled in a doctoral program who do not maintain a minimum cumulative grade point average of 3.3 will be placed on School academic probation for at least one term. At the end of the probationary period:

1. The student achieves the minimum cumulative grade point average and is reinstated in good standing, or
2. The student fails to achieve the minimum grade point average at the end of the probationary period and is dismissed from the School for poor academic performance, or
3. In extraordinary cases, where the student has made significant progress toward achieving the minimum grade point average, the Director of Academic and Student Services, in consultation with the Program Director, may recommend to the Office of the Dean that one additional probationary term be allowed. If, at the conclusion of the extended probationary term, the cumulative grade point average is still below the minimum required for the program, the student is dismissed for poor academic performance.

Students enrolled in the School who earn more than two grades of B- or lower in a Master's degree program or more than one grade of B- or lower in a doctoral or certificate program are automatically placed on academic probation. Students in this situation must repeat one or more of the courses in question and achieve a grade of B or higher in the retaken course(s) so that no more than two courses in the master's degree program and no more than one course in a doctoral or certificate program have earned a grade of B-. Failure to receive a grade of B in the retaken course(s) will result in dismissal from the program/School.

Actions related to School academic probation and dismissal must be reviewed by both the School Committee on Student Affairs and the Office of the Dean before action can be taken.

Any student dismissed from or required to withdraw from the School because of poor academic achievement and subsequently readmitted to the School must achieve a *term* grade point average of 3.00 (master's and certificate programs) or 3.3 (doctoral program) for the term in which he or she was readmitted. If the student fails to do so, he or she will be dismissed from the program and/or School. Furthermore, if such a student has a *cumulative* grade point average of less than the minimum stipulated at the end of the term in which he or she was readmitted, he or she must raise the cumulative grade point average to the minimum by the end of the following term or be dismissed from the program and/or School.

Repeating a Course

A student who receives a grade of C+ or lower in any course required for the student's degree or certificate program must repeat the course for which the grade of C+ or lower was received.

A student who receives a grade of B- in more than two courses in a master's degree program or in more than one course in a doctoral or certificate program must repeat one of the courses for which the grade of B- was received and earn a minimum grade of B or higher in the retaken course.

A course may be repeated only once. To repeat a course, students enrolled in master's and certificate programs must obtain approval prior to registration from the Director of Academic and Student Services. Students enrolled in the doctoral program must obtain approval prior to registration from the PhD Program Director.

Whenever a course is repeated, no additional hours attempted will accrue, and the latter grade replaces the previous grade in computing the grade point average and in assignment of academic credit. Both grades, however, remain a part of the student's permanent academic record.

Change of Grade

To change a student's grade of I (incomplete) or to correct a grade, the instructor must complete and sign a Grade Change Form, available in the University Office of the Registrar. A student who believes that he/she has received an inappropriate grade should contact the instructor. If the outcome is not satisfactory to the student, further review may be pursued with the Director of Academic and Student Services and, subsequently, with the Associate Dean for Academic and Student Affairs. (See also **Grade Appeal Process**.)

A change of grade can be made within four weeks from the last day of the course.

Attendance Regulations

Attendance/participation is expected in all classes for which a student is registered. The instructor determines attendance/participation requirements for each course. These requirements shall be clearly outlined in the syllabus for the course.

STUDENTS WHO HAVE AN OUTSTANDING TUITION BALANCE ARE NOT PERMITTED TO ATTEND/ PARTICIPATE IN CLASSES.

Auditing a Course

A student may audit an on campus or onsite course with the written permission of the instructor. The student must register for the course during the registration period and pay all regular course fees. The registration for any course may not be changed from audit to credit or vice versa after the official drop/add date. Students are not permitted to audit online courses.

Non-Degree Student Status

Space permitting, students who do not wish to earn a degree or certificate may earn a maximum of nine (9) credits as a non-matriculated student. Students wishing to take more than nine (9) credits must enroll in a certificate or degree program. Students enrolling in a course without matriculation must meet all School, program and course

prerequisite requirements and obtain approval through the School Office (118 College) prior to registration.

Transfer of Credits

Grades for courses for which transfer of credits is approved are not recorded on the student's transcript and are not used to compute the grade point average.

When necessary, credits from the other institution will be converted to credit equivalents of the School of Population Health as defined in these policies and procedures.

Master's and Certificate Programs

Students may transfer a maximum of nine (9) graduate credits to a certificate or master's degree program from another accredited institution of higher education.

Credits previously applied to an undergraduate degree will not be considered for transfer.

Credits with a grade of B or higher previously applied to another graduate degree may be considered for transfer, but the student must take elective credits of equal number in their place to maintain the total number of credits required for the degree.

A student wishing to transfer credits for a graduate course with a grade of B or higher earned at another accredited institution should submit a written request to the Director of Academic and Student Services accompanied by a course description and a syllabus. An official transcript from the outside institution should be obtained if not already included in the student's academic file.

Upon review with the Program Director, if necessary, the DASS will notify the student if the course is acceptable for transfer credit.

Doctoral Programs

Students may transfer a maximum of thirty (30) graduate credits with a grade of B or higher from another accredited institution of higher education into the PhD program. These credits are counted toward the 77-80 total credits required for the degree.

Credits previously applied to an undergraduate degree will not be considered for transfer.

Graduate transcripts of students applying to the PhD program will automatically be reviewed by the PhD Program Director to determine the eligibility and number of credits suitable for transfer. If necessary, the Program Director will request syllabi for these courses from the student in order to make the final determination.

Upon review, the Program Director will notify the student as to the status of transfer credits.

Transcripts

The University does not issue paper transcripts at the end of each term. At the end of each term, each student should review their transcript online at Banner web (banner.jefferson.edu).

A fee of \$5 per transcript will be charged for each official transcript issued. All transcript requests must be in writing: a Transcript Request Form can be obtained from the University Office of the Registrar, or the request may be made in a signed letter or facsimile (fax). The School reserves the right to withhold transcripts from students under certain circumstances, such as defaulting on a loan or having outstanding financial obligations to the University.

An official transcript, printed on security paper, is identified by the raised seal of Thomas Jefferson University and the signature of the University Director of Student Records. Alteration or forgery of such a document is a criminal offense. The Family Educational Rights and Privacy Act of 1974 prohibits release of academic information to a third party without the student's written consent. Upon receipt of the written request by the student and the payment of the fee, the transcript may be released to the third party. If the third party requires the student to submit an official transcript with other materials, the transcript is stamped "Issued to Student," is enclosed in a sealed envelope with the signature of the Director of Student Records across the sealed flap, and is then given to the student to submit to the third party.

Challenge Examinations

Students may earn academic credit by challenge examination for certain courses offered in the Jefferson School of Population Health. A challenge examination is equivalent to a comprehensive test of the subject matter covered in a 3-credit course. Students taking a challenge exam in lieu of a course required for a School program must be matriculated into that program in order to have the results for the challenge examination recorded on the student's transcript.

Regulations

1. Students may earn up to a maximum of 9 credits by challenge examination.
2. Students will not receive credit by challenge examination for a course in which they have been previously enrolled. This includes courses which they audited or for which they received a failing grade or a grade of withdrawal.
3. Students are not permitted to register for both a regular course and a challenge examination for that course in the same term.
4. Students are not permitted to attempt challenge examinations more than twice. An attempt begins as soon as the student sees the examination.
5. Upon a second unsuccessful attempt, students may receive academic credit only through successful completion of the course.
6. For each attempt, students must register and pay the appropriate fee.

Fee

The fee for challenge examinations taken for School courses is \$50 per credit hour.*

**Fees for challenge examinations taken for required School program courses by eligible full-time Jefferson employees are covered by the Thomas Jefferson University Tuition Remission Benefit. However, full-time employees who do not pass the challenge test are responsible for paying the full challenge examination fee (\$50.00 per credit).*

Students register for a School program challenge examination in the University Office of the Registrar, G-22 Curtis Building, or by facsimile (fax). Generally, JSPH challenge examinations are offered on the first and third Friday of each month. Following their registration, students should contact the School office (118 College or 215-503-5305) to receive guidelines, times and locations of the scheduled examinations. Students must take the challenge examination(s) on the date selected at the time of registration.

Note: Registration for a School program challenge examination is equivalent to registration for a course. Once registered, students can change their registration only by filing a Student Schedule Change Form in the University Office of the Registrar. Students who register for a challenge examination but do not sit for the examination and do not complete the official drop procedure will receive a grade of “NC” (No Credit) on their academic record and will be responsible for the full challenge examination fee.

Grading

Students who successfully complete a School challenge examination will receive a grade of P (Pass) and the number of earned semester credits equivalent to the course. Unsuccessful attempts are recorded on the transcript with the grade symbol NC (No Credit). Neither grade is calculated in the student’s grade point average.

CHANGE OF STUDENT STATUS

Any change in student personal data information or student status requires completion of the appropriate form which may be obtained in the University Office of the Registrar or via the Banner Website.

Leave of Absence

When personal circumstances make a temporary absence from the School advisable and when intent to return is evident, a leave of absence may be granted to students who file the

Student Status Change form available in the University Office of the Registrar.

Permission of

the Director of Academic and Student Services and the Office of the Dean are required.

Normally, a leave will be granted for a period from one term to a full academic year.

Students who are subject to dismissal for academic or disciplinary reasons are not eligible for a leave of absence. A student who has been placed on academic probation and is subsequently granted a leave must satisfy the conditions of the probation upon returning. If a leave is granted during an academic term, the same procedures and policies pertaining to grading of individual course withdrawals will be in effect.

Students who fail to return to the School at the end of the approved leave will have their status changed from leave of absence to withdrawal, and they will have to apply for readmission in order to return.

Students considering a leave should consult their advisor regarding possible effects on their progress toward the degree, financial aid and tuition charges. A leave of absence should be arranged in advance, and the student should follow the same procedure as for withdrawal from the School.

A leave will not be granted to students with outstanding financial obligations to the University.

Pre-Professional Students

In order to prepare their Capstone Project, pre-professional (e.g., medical, law, pharmacy) students enrolled in a one-year-plus master's degree program may, with proof of enrollment in a professional program, take a leave of absence for one, two or three terms following completion of all coursework for the program. They may, however, remain in active status during this time with access to email and library services by paying a Continuous Enrollment fee of \$125 for each or any of the three terms in which they wish to remain active. Following their first year of professional school (i.e., 3 – 4 terms following completion of their master level coursework), they are expected to return to active status to complete their Capstone Project, including the oral presentation.

One-year-plus students enrolled in a professional program (e.g., medical, law, pharmacy school) who do not present their Capstone Project by the 4th term following completion of coursework must pay an additional Capstone Continuation fee equal to the prevailing per credit tuition rate for each term following the 4th term in which the Capstone is not completed, for a maximum of three (3) additional terms. After this time, pre-professional students enrolled in a one-year-plus program will have their status changed from *leave of absence* to *withdrawal* and will have to apply for readmission to the program in order to return to active status.

Withdrawal from the School

Students wishing to withdraw from the School must do so in writing, specifying an effective date, to the Associate Dean for Academic and Student Affairs. A withdrawal will not be granted to students with outstanding financial obligations to the University. The official date of withdrawal is normally the date approved by the Associate Dean.

Readmission Procedure

Students withdrawn or dismissed from the School may, within two (2) years of the withdrawal or dismissal, re-apply directly to the School by submitting a written request directly to the Office of the Dean. All others wishing to continue their studies must re-apply through the Office of Admission.

Transfer from One Program to Another

If a matriculated student wishes to transfer from one program to another, he/she must complete a Student Status Change form and present it for approval to the Director of Academic and Student Services and the Office of the Dean. The student will receive written confirmation of the approved program transfer at the time it is forwarded to the University Office of the Registrar. If receiving financial aid, it is the responsibility of the student to inform the Office of Financial Aid of any change in program matriculation.

GRADUATION

Curriculum Completion

A student must complete the specific number of total credits and course requirements in his or her program of study and achieve a cumulative grade point average of at least 3.0 on all attempted work to qualify for graduation from the University.

Students are required to complete their course of study within five years of the date of matriculation. An extension may be granted in the event of extenuating circumstances, such as documented medical illness.

Residence Requirement

A student must earn a minimum of 30 semester credits at Thomas Jefferson University immediately preceding graduation for a degree to be conferred.

Application for Graduation

The official awarding of degrees takes place three times each year: at the Commencement Exercises following the conclusion of the spring term, August 31 and December 31.

Students who expect to meet the requirements for graduation must file an online application form with the University Office of the Registrar. These forms are normally filed during the fall semester but must be received no later than the deadline published in the **Academic Calendar**. A student who applies for graduation and then fails to qualify must reapply, indicating the revised date of the completion of graduation requirements. A student who does not qualify for graduation in time for Commencement Exercises may participate in the next academic year's graduation program.

Attendance at Commencement

Attendance at Commencement exercises is recommended and encouraged. Written permission to graduate *in absentia* must be submitted at least one month in advance of the Commencement Exercises.